

CITY OF LAKE FOREST PARK
King County, Washington
January 1, 1994 Through December 31, 1994

Schedule Of Findings

1. City Officials Should Comply With State Bid Laws

In 1994, the City of Lake Forest Park entered into lease-to-purchase agreements with a single vendor for three police vehicles. The agreements were for \$24,396, \$26,085, and \$26,085.

The city did not call for bids on the contracts as required by RCW 35.23.352.

Noncharter code cities are governed by RCW 35A.40.200 for general laws relating to public works and contracts. RCW 35A.40.200 refers to RCW 35.23.352 for the purchase of equipment.

The purchase of the three police vehicles are each subject to the bid requirements of RCW 35.23.352, which states in part:

. . . (6) Any purchase of supplies, material, or equipment, except for public work or improvement, where the cost thereof exceeds seven thousand five hundred dollars shall be made upon call for bids

The violation of state law appears to have occurred because city management was not aware of the bid requirements. Further, the city lacks adequate written policies and procedures for purchasing.

Without calling for competitive bids, the city cannot be assured it received the best possible price. In addition, other firms were not given the opportunity to bid. Without established written policies and procedures, the opportunities for error and abuse increase.

We recommend the city council approve, by ordinance, city purchasing policies and city management establish written procedures to implement those policies, which should include compliance with state bid laws.